

Notice of Funding Opportunity

Funding Opportunity Title: *“Leadership Program” Open Cooperative Agreement 2022*

Funding Opportunity Number: PAS-MOROCCO-FY22-02

Application Deadline: April 30, 2022

CFDA Number: 19.040

Total Available Amount: **no more than \$150,000**

STATEMENT OF INTEREST INFORMATION

COMPETITION DESCRIPTION

The U.S. Embassy in Morocco is pleased to announce an open call for organizations to submit a Statement of Interest (SOI) to compete for a Cooperative Agreement (CA) award for a new youth leadership program.

The submission of the SOI is the first step in a two-step process. **Applicants must first submit a concise (1-3 pages only) SOI** to Rabatgrants@state.gov in English **by April 30, 2022**, that provides program ideas and objectives as well as information on the organization’s relevant experience. **THIS IS NOT A FULL PROPOSAL.** Use the following numbered statements below to guide you in writing a Statement of Interest no more than three pages in length. **Please begin with a history of your organization, its mission, and prior work experience in leadership initiatives.**

1. Write a brief description of proposed program activities for the Leadership Program. Include goals and objectives and how the activities will provide maximum impact in achieving these results.
2. Describe how you will identify and recruit a diverse and inclusive group of participants and trainers.
3. Explain how you will know whether you have achieved the desired impact. Additionally, explain how you will ensure that you can demonstrate evidence of success.
4. Tell us how long it will take to implement your project.

Following a merit review, applicants will be selected and invited to expand on their program ideas by submitting a full proposal application (**a second-tier submission**). Applicants chosen to submit a full proposal will be notified by May 1 and asked to submit their full proposal by May 30. Full proposals will go through a second merit review before final funding decisions are made and a Grantee is selected. **PLEASE DO NOT SUBMIT A FULL PROPOSAL UNLESS REQUESTED TO DO SO BY THE U.S. EMBASSY.**

PROGRAM DESCRIPTION

The Leadership Program will offer in-person and on-line training to 60 young Moroccan leaders ages 18-30. The program will have a national scope and will consist of two tracks: civic

engagement and entrepreneurship. This three-month program will provide leadership training and networking opportunities to emerging civic leaders and aspiring entrepreneurs from across Morocco to effectively undertake activities that will positively impact their communities.

The main goals are to:

- Select a diverse group of 60 future leaders in entrepreneurship and civic engagement from across Morocco who seek to have a positive impact on their communities
- Build their leadership skills to help them succeed
- Help them develop close ties to the U.S. Mission and its alumni network
- Improve youth employability in Morocco

Recruitment:

The grantee will recruit 60 community leaders and aspiring entrepreneurs from across Morocco using both an on-line platform as well as through other means of publicity. The U.S. Embassy will assist in the review of the best applications as well as sit in on interviews.

In-Person Events:

The grantee will organize three in-person events in consultation with the Embassy:

- A leadership training event that brings together the selected participants, Embassy representatives, select Alumni leaders/trainers, and an American expert in leadership.
- An in-person training program following the online training sessions.
- A pitch competition, where winners are provided seed funding and implementation support from the grantee.

On-line training sessions:

The grantee will design (in consultation with the U.S. Embassy) and organize a series of online trainings in specific skills for each track.

Skills to be covered in Civic Engagement could include but are not limited to: NGO and association management, local government, funding, social media, etc.

Skills to be covered in Entrepreneurship could include, but are not limited to design business plan, investors, management, brand, social media, etc.

CRITERIA FOR SELECTION

SOI submissions will be evaluated on the following criteria:

- Quality and feasibility of the proposed program
- Organizational capacity and relevant prior experience
- Monitoring and evaluation plan
- American component

ELIGIBILITY REQUIREMENTS

- Only Moroccan associations and academic institutions that already have a final registration receipt and an established bank account at the time that they apply for the SOI are eligible.

- To be competitive, associations should have organized at least one successful large-scale, youth-focused event in Morocco, or plan to partner with an association that has extensive experience in managing such programs.
- U.S. and third-country organizations or nationals are not eligible for awards under this program, unless in partnership with a Moroccan NGO.
- All organizations invited to submit a proposal will be notified of funding decisions in June, subject to the availability of funds.

All applicants must have the following registrations:

- A Unique Entity Identifier (UEI) number
- NATO Commercial and Government Entity (NCAGE) code; and
- System for Award Management (SAM.gov) Registration (If you have applied and have not yet received the registration number, provide proof of application).
- **If you do not have all these documents, please see below for application details.** Your organization will need all these documents to be eligible for the Cooperative Agreement.

COOPERATIVE AGREEMENT INFORMATION

The information below is only relevant for those applicants who have submitted a SOI and have been invited by the U.S. Embassy to submit a full application for a cooperative agreement.

FUNDING INSTRUMENT TYPE: Cooperative Agreement (CA)

The grantee will work closely with the U.S. Embassy to design and execute the program, with details to be determined between the two parties and documented in a Scope of Work.

APPLICATION REVIEW INFORMATION

1. **Criteria** - Each application will be evaluated and rated based on the following evaluation criteria:
 - **Quality and Feasibility of the Proposed Program:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline, including for recruitment of participants, trainers, and resident assistants/chaperones. Goals and objectives are clearly stated, and program outline is likely to provide maximum impact in achieving the proposed results.
 - **Organizational Capacity and Record on Previous Grants/Program Implementation:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
 - **U.S. Component:** There is strong participation of trainers with a connection to the United States, application of U.S. models, or leadership, advocacy, and communications approaches typically applied in the United States.
 - **Budget:** The budget justification is detailed. Costs are reasonable in relation to the necessary and proposed activities and anticipated results.
 - **Monitoring and evaluation plan:** Applicant demonstrates that they are able to measure program success against key indicators and provide milestones to indicate progress toward

goals outlined in the proposal. The program includes output and outcome indicators and shows how and when they will be measured.

2. Review and Selection Process

The U.S. Embassy's Public Affairs Section will evaluate all eligible applications from organizations invited to participate in the competition for a Cooperative Agreement. The evaluation process will consist of two stages. First, a technical review will be completed to ensure that proposals and organizations meet the criteria set forth above. Second, a Grant Review Committee comprised of personnel from the U.S. Embassy will evaluate eligible proposals based on the criteria identified above.

APPLICATION AND SUBMISSION INFORMATION

- The following forms should be submitted in the complete application (second-tier submission) to: Rabatgrants@state.gov. The forms can be found on the U.S. Embassy website under required forms at: <https://ma.usembassy.gov/education-culture/funding-opportunities/public-diplomacy-annual-program/>
- SF-424, SF-424A, SF-424B
- Project Narrative
- Organization Form (including bank info-RIB)
- Budget Narrative
- Detailed Budget
- A copy of the final registration papers of the organization
- CVs for key personnel including primary contact person and grant signatory

***For any questions, please contact Rabatgrants@state.gov**

REQUIRED REGISTRATIONS AND FORMS

1. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER (formerly the DUNS Number)

The UEI Number is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government in SAM.gov.

When you register in SAM.gov and have acquired the UEI Number, please register to receive a NCAGE Code Number with NCS at the same time. See instructions below in #3 for Sam.gov registration.

2. NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE

NATO Commercial and Government Entity (NCAGE) codes are required for all foreign entities to create an account in SAM.gov. The Code is a five-character ID number, and can take, at a minimum, 4-5 business days to create.

- For NCAGE Code FAQs:
<https://eportal.nspa.nato.int/Codification/Support/en/Products/NCAGE/#pocList>

- **Steps to register: You must use the Internet Explorer web browser**

Foreign registrants must log into: CAGE Code Request at:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

- Once in the NATO Codification Tools website, scroll to the right-hand corner and click the “Magnifying Glass.” The magnifying glass will open a new page.
- Scroll down the right-hand side until you see “Request New,” click on this link and it will take you to the next page to apply for an NCAGE Code Number.
- When asked if the entity to be registered is a supranational organization please click “No” (if you are not part of a member state).
- For assistance by telephone, please call: 1-888-227-2423 (inside the U.S.) OR 001-269-961-7766 (outside the U.S.). E-mail NCAGE@dlis.dla.mil for any problems in obtaining an NCAGE code.

3. SYSTEM FOR AWARD MANAGEMENT (SAM.gov): You must use either the Google Chrome or Mozilla Firefox web browser

SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients and provides them with a central location to change their organizational information.

More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:

<https://sam.gov/content/entity-registration>

Follow the **steps below to register:**

- Log onto <https://www.sam.gov>
- If you have had an active record in The Central Contractor Registration (CCR), you may already have an active record in SAM. To check for an active registration, please conduct a “search” for your record using the organization name and/or UEI number in SAM. If you are not registered, your organization or entity will not be found.
- If your organization does not have an active registration, you must create a user account and input all information in the exact manner as you have for the IRS, SAMS UEI, and NCAGE.
- Complete and submit the online form.

If the applying organization already has the necessary information on hand (see the SAM User Guide), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from three to fourteen business days to complete the process of creating an account with the system.

FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be

provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

2. Administrative and National Policy Requirements

Terms and Conditions: Before applying, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> and
<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VI/part-600>

*Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The **Award Provisions will specify how often these reports must be submitted.**

OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

- **Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.
- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.
- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.
- **Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.
- **“Cost Sharing:”** This refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.